

**PUBLIC HEALTH COUNCIL  
EXECUTIVE COMMITTEE  
MINUTES**

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May 27, 2005, 1:00 – 3:00 p.m.  
Wisconsin Medical Society, 330 E. Lakeside St., Madison, WI 53701-1109

STATE OF WISCONSIN

**MINUTES OF THE MEETING OF MAY 27, 2005**

**Committee Members in Attendance by Teleconference:** Ayaz Samadani (Chair); Sandy Anderson (Vice-Chair); Bevan Baker; Julie Willems Van Dijk (via teleconference); Jeanan Yasiri

**Absent Committee Members:** John Bartkowski (Vice-Chair); Gary Gilmore (Secretary); Stephan Hargarten

**Other Council Members in Attendance:** Richard Perry

**Division of Public Health Staff:** Herb Bostrom, Interim Administrator; Susan Wood, Director, Bureau of Health Information and Policy; Stacia Jankowski

**Other:** Mary Jo Baisch; Sara Beversorf; Ann Conway; Carol Graham; Wayne Kopp; Ron Laessig; Kathy Munsey; Bobby Peterson; Chris Okunseri

**Call to Order**

Dr. Ayaz Samadani called the meeting to order at 1:08 p.m.

**Review of Minutes from Previous Meetings**

***April 1, 2005***

Motion to approve the minutes as written was made by Jeanan Yasiri, and seconded by Sandy Anderson. The motion passed.

***April 22, 2005***

Motion to approve the minutes as written was made by Julie Willems Van Dijk, and seconded by Ms. Yasiri. The motion passed.

**Resolution Process**

Dr. Ayaz Samadani congratulated Council members on their discussion and ultimate adoption of the tobacco resolution. He added that he received some e-mails saying it was a bold move and wondering what led the Council to adopt this resolution.

**Administration**

The Committee discussed approving the following three charters as a package. There were no objections to bringing these charters with the changes identified to the Council.

***Executive Committee Charter***

Remove the line “The Committee may not undertake activities that are specifically reserved for consideration by the Council.”

***Emergency Preparedness Committee Charter***

Bevan Baker asked that the issue of emergency sessions be addressed in the charter. He suggested that the committee be allowed to call emergency sessions as needed due to the nature of emergency preparedness. The Executive Committee agreed to add the following assignments, “Sort out and recommend the Committee’s role and protocols in responding to (emergent/urgent) situations.” There was discussion of the use of the terms “emergent” versus “urgent,” and the Executive Committee agreed to consult Dr. Kurt Reed

on this language.

### ***State Health Plan Committee Charter***

Dr. Samadani asked that the heading be changed to “Current Priorities.” Mr. Baker requested that the membership language be changed to include a minimum number. He was concerned that if there are too few members, the committee could not make adequate progress. The language was changed to state, “The committee will maintain membership of between 6 and 15 members.”

### ***Rules of Order and Procedure***

Dr. Samadani requested that item 1.06(2) state that the Chair of the PHC shall appoint members to the committees. Staff was directed to review all instances where the “Director” is mentioned, and remove where necessary. There was no objection to presenting the Rules of Order and Procedure to the Council with the changes indicated.

### ***State Health Plan Priorities***

Susan Wood asked if presentations on state health plan priorities should be provided to the full Council or to the State Health Plan Committee. She explained that the Committee has already asked for status updates on a few priorities at their next meeting, and she has made that commitment. Mr. Baker said that reporting to both the Council and Committee would be a duplication of effort, but he would like the Executive Committee to be notified formally prior to the presentations.

### ***Spokespeople for the Council***

Ms. Wood explained that this agenda item was included as a follow-up to a discussion about identifying Council members who are experienced and willing to speak to the news media. A discussion ensued about when such a person would be asked to fill this role, concerns about the newness of the Council, and the challenge in providing the Council’s opinion and not one’s own.

Mr. Baker suggested that the key issue is that the management of contacts with news media is a very real issue and a protocol needs to be established. He suggested that the Chair be the delegated spokesperson with the option to delegate that role to another Council member on a case-by-case basis. Ms. Anderson asked if staff could pull together talking points so that when a member needs to speak to the media, they can do so in a consistent, well-versed manner. Herb Bostrom replied that staff can develop talking points, but the Council will need to identify member(s) to assist in vetting the message.

### ***Agenda for June 10, 2005***

The Committee asked that Council members be surveyed to identify any questions or issues they would like to have addressed by Major General Albert Wilkening, Adjutant General of Wisconsin, at the next meeting.

The Committee decided to remove the presentation on methamphetamines, and instead ask for a written report on legislative activities related to this topic. Ms. Wood suggested that the information technology governance structure could replace the methamphetamine presentation on the agenda. The Committee was agreeable to that change.

### ***Committee Issues***

#### ***Emergency Preparedness Committee***

Ms. Wood informed the Executive Committee that DPH is preparing grant proposals for both the Centers for Disease Control and Prevention (CDC) and the Health Resources and Services Administration (HRSA).

The following items need to be addressed once Dr. Kurt Reed has been invited to the Executive Committee:

- Ways to support the Emergency Preparedness Committee
- Report on the State Health Plan Committee’s first meeting
- Linking the activities of the Emergency Preparedness and State Health Plan Committees

### ***State Health Plan Committee***

Ms. Anderson said that State Health Plan Committee members agreed to complete concept ideas to provide direction for the Committee by June 1. The next meeting will be Friday, June 17, 2005.

Dr. Samadani asked that recommendations, discussion, and action items be more clearly identified in the minutes.

### ***Linking the Committees***

Dr. Samadani said that he thinks the linkage between the two committees should become apparent at the Council meetings.

Ms. Willems Van Dijk had an issue relating to the National Electronic Disease Surveillance System (NEDSS) that she felt needed to be given to the Emergency Preparedness Committee. She asked the Executive Committee about the procedure for bringing this information to the Committee. Ms. Wood offered to provide an overview of the proposed information technology governance structure at the next Council meeting to identify how technology supports public health, including the status of NEDSS.

### **Public Health Advisory Committee (PHAC) Proposals**

At this point in the meeting, it was joined by the following PHAC members: Mary Jo Baisch; Sara Beversorf; Ann Conway; Carol Graham; Wayne Kopp; Ron Laessig; Kathy Munsey; Bobby Peterson; and Chris Okunseri.

Mary Jo Baisch explained that the PHAC is very different from the Public Health Council, because it focuses on the grassroots level, represents 35 to 40 different organizations, and brings all the schools of medical professionals together in its membership. Ron Laessig provided a brief history of the advocacy role that the PHAC played in the development of the Public Health Council, as he served on the committee that helped to create this body.

Ms. Baisch asked if there has been any Council discussion about the role of the PHAC. Dr. Samadani explained that the Council has not specifically addressed the PHAC, but wherever possible, the Council is trying to reduce duplication. He noted that he sees the role of the PHAC not as advisory to the DHFS, but as a complement to the Council. Ms. Yasiri said that she recognizes the extraordinary history of PHAC, but the Council is still so young, and has spent so much time on development of the infrastructure, that Council members have not had a chance to really discuss how a complement relationship could be developed.

Herb Bostrom noted that the PHAC has a breadth of membership, knowledge, and experience that could be very useful to the Council. He recommended that since all the Council members have not attended a PHAC meeting that they be invited to attend a PHAC meeting to get a better sense of the role that they currently play. Ms. Wood reminded the Executive Committee that one of the charges to the State Health Plan Committee is partnerships. Ms. Anderson said she sees a need to have this definition of partnership presented to the State Health Plan Committee.

Dr. Samadani asked the membership of the PHAC to identify five to seven priorities. They can then meet again with the Public Health Council Executive Committee to see where the work of the two bodies are intersecting and to identify possible ways to work together.

### ***WPHA Presentation***

The Committee was provided with a copy of the presentation that was made by Secretary Nelson and Dr. Samadani at the Wisconsin Public Health Association conference. The Committee was interested in providing this presentation to all Council members.

### **Agenda Items for Next Meeting**

- Process for bringing issues to the committees
- Information technology and how it supports public health

- Draft Semi-Annual/Annual Report
- Media discussion
- Ways to support the Emergency Preparedness Committee
- Report on the State Health Plan Committee's first meeting
- Linking the activities of the Emergency Preparedness and State Health Plan Committees

**Next Meeting**

The next meeting of the Executive Committee is scheduled for July 29, 2005, 1:00 – 3:00 p.m. in room 372, 1 West Wilson Street, Madison.

**Adjournment**

Dr. Samadani adjourned the meeting at 2:58 p.m.